

Professional Licensing Agency
402 West Washington Street
Room W072
Indianapolis, IN 46204



Michael R. Pence
Governor of Indiana
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PLA Executive Director

Initial Psychology Application Checklist and Instructions

Applicants: Please send this form in with your applicant and initial all steps that have been completed.

1. _____ Completed and signed application
2. _____ Application fee of \$100 (for licensure only) or \$150 (for license and temporary permit). Checks should be made out to "IPLA."
3. _____ Criminal background check should be completed after the application is received by the IPLA and the money is processed into the licensing program. Instructions for both in-state and out of state applicants can be found here: www.in.gov/pla/3241.htm. **Please note: temporary licenses will not be issued until a criminal background check is completed and reviewed. Temporary licenses are valid for the shorter time of the following: ten months from the issuance date, failure of the state jurisprudence examination, or failure of the EPPP.**
4. _____ If you answer "YES" to any of the questions, include a detailed personal response/explanation regarding the positive response including court documentation. Letters from attorneys will not be considered.
5. _____ Transcripts showing conferment of a doctoral degree and program (Ph.D. or Psy.D.) must be received directly from the institution. Internships should be listed directly on the transcript. If the internship is not listed on the transcript, the program must provide a letter verifying the completion of the internship.
6. _____ APA or CPA approved programs **do not** require the "Coursework Information" section. Non-APA or CPA approved programs require the applicant to complete the "Coursework Information" section of the application and provide documentation of the subject areas claimed in the four areas including syllabi and coursework descriptions.
7. _____ **Endorsement Applicants Only:** Out of state applicants must provide licensure verification for any state in which they have held a license. Verifications should be sent directly from the state of licensure to Indiana.
8. _____ If the applicant has previously held any time of license in Indiana under a different last name, the applicant must provide evidence of a name change (i.e. copy of a marriage license or divorce decree).
9. All Applicants will be emailed the state jurisprudence examination after completion of these steps. Applicants should complete the state jurisprudence examination and scan then email the completed answer sheet to the assigned customer service representative.
10. Examination applicants will be made eligible for the EPPP after completing all requirements and successfully passing the state jurisprudence examination.

This checklist is to be used as a guide, not a comprehensive description of each step/requirement for licensure.